

Closed

MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 10/07/2020
Application Deadline: 10/22/2020
Job Post ID: 13212
Job Title: Assistant to the Resident Engineer
Min Monthly Salary: \$5,116.00
Number Positions: 1
Location: Sikeston District Office
District/Division: Southeast / Construction and Materials Division
Human Resources Contact Number: 573-472-5281

Notice: Will provide support and supervision at Sikeston location. Deadline to apply for this position is at 11:55 p.m. the night of closing.

Remote work location and/or teleworking is not available for this position.

As a condition of continued employment, MoDOT may require employees to take a PCR(active infection) COVID-19 test during the pandemic in an effort to slow or stop the spread of virus at work. MoDOT will pay for all expenses associated with any required COVID-19 test(s).

General Summary:

The assistant to the resident engineer supervises contract administration and engineering personnel in project field offices with large numbers of staff or in which complex projects requiring supervisory aid for the resident engineer are being performed; oversees one or more areas including surveying, inspection, project documentation, and contract administration of construction projects, as assigned. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

Bachelor's Degree: Civil Engineering
Successful completion of the Engineer-in-Training exam.
Six years of experience in highway or transportation engineering.

Supervisory Responsibilities:

Full Supervision

Special Working Conditions/Job Characteristics:

Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work:

- Supervises layout and inspection personnel including conducting performance management and scheduling and assigning work.

- Administers construction contracts for the assigned area.
- Interprets construction plans, specifications and special provisions.
- Prepares or supervises preparation of project documentation, project reports, payment estimates, change orders, final plans and contractor performance reports, as assigned; reports progress of contractor payments.
- Communicates with contractors and property owners to resolve construction problems; prepares department responses to contractor claims.
- Disseminates construction information to the public, media, and local and state officials.
- Provides technical expertise and constructability input on project core teams and scoping meetings in supervisor's absence.
- Manages functions of a field office as assigned; may include responsibility for project budgets, fleet vehicles, and acquisition and maintenance of equipment.
- Performs field checks to evaluate work zone safety in construction areas.
- Investigates construction problems and conveys information to the resident engineer to aid negotiation of time extensions and/or cost changes.
- Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

During the COVID-19 pandemic, MoDOT strictly enforces social distancing, face covering, and other safety requirements to ensure the health and safety of our employees and those who we serve.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.